



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 Dec 2020

Reference: LBN/CO/IC/203/20

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**Country:** Lebanon

**Description of the assignment:** National Solar thermal Energy Consultant

**Project name:** Response to the impact of COVID-19 in Lebanon – 00118152 A6 (Solar for Health)

**Period of assignment/services:** 40 work-days spread out over a period of 5 calendar months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **06 January 2021 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

The COVID-19 pandemic came at a time when Lebanon was already under an unprecedented shock due to the socio-economic-financial crisis and the Syrian refugee crisis. This pandemic is a health, humanitarian and development crisis that is threatening to leave deep social, economic and political scars for years to come, particularly in countries such as Lebanon already weighed down by fragility, poverty and conflict. UNDP is responding to a growing volume of requests from countries to help them prepare for, respond to and recover from the COVID-19 pandemic, focusing particularly on the most vulnerable, and Lebanon is one of them.

It is also imperative to assist Lebanese public health care institutions that are tasked to deal with the COVID-19 pandemic to become more cost-effective, more comfort-related, environmentally responsible, especially with respect to energy-use. Interventions that ease the cost pressures, increase

reliability, and improve the environmental performance of energy provision will impact positively on the health of the Lebanese and refugee population in which they provide health care services for.

Funded by KfW Bankengruppe and in coordination with the Lebanese Ministry of Public Health, the Response to the impact of COVID-19 in Lebanon will work on several activities, including Activity 1.3 “Implementing solar for health initiatives”. Sustainable energy interventions will be designed and implemented to target 10 public sector hospitals that were selected in different regions of Lebanon under the Ministry of Public Health Phase 1 plan for COVID-19 response.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

UNDP is seeking a National Individual Consultant (IC) to prepare the full technical part of the tender document for each these ten sites (whether for new SHW system or maintenance of existing ones), including the full bill of quantities (BOQ), technical specifications with respective detailed drawings for installation and connection to the existing networks, and also assist the UNDP in evaluation of the tender submissions. It is important to take in mind that some of the SHW systems that require maintenance check may end up needing a completely new SHW system. This would then have to be catered for and designed accordingly by the IC.

The tasks that are to be expected from the consultant are:

- **Task 1.** Collect needed data and information on all the ten sites, including thorough site visits to each of the 10 selected public hospitals that are spread across the Lebanese territory in order to form a preliminary outlook on the required design and capacity of both the sites that will benefit from new SHW systems and the sites that will be checked for maintenance and upgrade requirements.
- **Task 2.** Draft the full detailed design of each selected site, including all the required Bill of Quantities and specifications (including detailed installation and connection drawings), evaluation criteria and procurement requirements. The tender document will have a part/lot for the new sites and another lot for the sites requiring the identifying maintenance and upgrade measures.
- **Task 3.** Assist the UNDP team in the evaluation of all the offers submitted in accordance with the criteria and evaluation form set in Task 2.

**For additional information, please refer to ANNEX I – Terms of Reference**

## **3. Expected Outputs and deliverables**

The deliverables are to be submitted in stages of draft and final. Each deliverable is to be submitted in the form of a soft copy to the Project Manager. The time needed by the Project Management for the review of each submitted deliverable is 5 working days. The Required deliverables under the terms of

reference are:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>Task 1:</b> 10 site visits reports including data collection	15 person-days spread over 1 calendar month	End month 1 after contract signature	Project Manager
<b>Task 2:</b> Full tender document preparation (BOQ, specifications, evaluation criteria and requirements)	20 person-days spread over 1 calendar month	End month 2 after contract signature	Project Manager
<b>Task 3:</b> Bids evaluation report	5 person-days spread over 1 calendar months	End month 5 after contract signature	Project Manager

For additional information, please refer to **ANNEX I – Terms of Reference**

#### **4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**I- Academic Qualifications:**

- Bachelor's degree in Mechanical Engineering or related discipline. Master's degree or certificate in related field is a plus.

**II- Experience:**

- Overall experience of not less than 5 years;
- Experience in design of commercial solar thermal systems and the use of software related SWH sizing tools and design software such as T\*SOL (Thermal Simulation Software), Valentin, as well as Autocad for detailed drawings
- Experience in preparation of tender document and elaboration of technical specifications;
- Experience in working with UNDP or other local or international non-governmental organizations on solar PV design and/or implementation

**III- Competencies:**

- Good analytical and report-writing skills
- Commitment to team and cross-disciplinary work
- Emphasis on delivery of results and reacts well to constructive criticism
- Proficiency in English

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

### (I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

## FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- A daily working fee must be all inclusive;
- An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* *Technical Criteria weight; [70%]*

\* *Financial Criteria weight; [30%]*

Criteria	Weight	Max. Point
<b><u>Technical Competence</u></b>	70%	100
<ul style="list-style-type: none"> <li>• <i>Academic background</i></li> </ul> <i>Bachelor's degree in Mechanical Engineering or related field: 20 points</i> <i>Master's degree or certificate in related field (additional 10 points)</i>		30
<ul style="list-style-type: none"> <li>• <i>Years of Relevant Experience</i></li> </ul> <i>Less than 5 years: 0 points</i> <i>5-8 years: 25 points</i> <i>More than 8 years: 30 points</i>		30
<ul style="list-style-type: none"> <li>• <i>Technical experience</i></li> </ul> <i>- Experience in design of commercial solar thermal systems and the use of software related SWH sizing tools and design software such as T*SOL (Thermal Simulation Software), Valentin, as well as Autocad for detailed drawings:</i>		40

<i>Up to 2 sites: 5 points</i> <i>Up to 4 sites: 10 points</i> <i>Up to 6 sites: 15 points</i> <i>7 or more sites: 20 points</i>		
- <i>Experience in preparation of tender document and elaboration of technical specifications: 10 points</i> <i>1 project prepared: 3 points</i> <i>2 projects prepared: 5 points</i> <i>3 projects prepared: 7 points</i> <i>4 or more projects prepared: 10 points</i>		
- <i>Experience in working with UNDP or other local or international non-governmental organizations on solar PV design and/or implementation: 10 points)</i>		
<i>Financial (Lowest Offer/Offer*100)</i>	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

#### **How to apply:**

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

## **ANNEXES**

**ANNEX I - TERMS OF REFERENCE (TOR)**

**ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

**ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

ANNEX III

OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date \_\_\_\_\_

Celine Moyroud  
Resident Representative  
United Nations Development Programme  
Arab African International Bank Building  
Riad El Solh Street, Nejme, Beirut 2011 5211  
P.O. Box 11-3216 Beirut, Lebanon

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **National Solar thermal Energy Consultant** under **Response to the impact of COVID-19 in Lebanon project**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

☐

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*



- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

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Sign an Individual Contract with UNDP;

☐

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- k) I hereby confirm that *[check all that applies]:*

☐

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount


☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority. Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF learning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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**Annexes** *[pls. check all that applies]:*

- ☐ Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

## APPENDIX a

### BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

#### A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity in Days	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		40 work-days spread over a maximum of 5 calendar months	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

#### B. Breakdown of Cost by Deliverables

	<b>Deliverables/ Outputs</b>	<b>Due Dates</b>	<b>Daily Rate</b>	<b>Total in USD</b>
<b>1</b>	<b>Task 1:</b> 10 site visits reports including data collection	15 person-days spread over 1 calendar month		
<b>2</b>	<b>Task 2:</b> Full tender document preparation (BOQ, specifications, evaluation criteria and requirements)	20 person-days spread over 1 calendar month		
<b>3</b>	<b>Task 3:</b> Bids evaluation report	5 person-days spread over 1 calendar months		

Full Name and Signature:

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Date Signed:

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